

STAT

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DDS/OP/BS	
1. TITLE OF REPORT (if a fill-in report include Form No.)						2. TYPE OF REPORT	
						<input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		<input checked="" type="checkbox"/> PERSONNEL <input type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL		<input type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE		ADMIN. GENERAL OTHER (specify)	
4. NO. OF COPIES PREPARED 16		5. FREQUENCY (weekly, monthly, quarterly, etc.) Weekly		6. DISTRIBUTION (No. of components not number of copies) 7			
7. FORMAT (memorandum, form computer print-out, etc) List		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT			
		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		UNKNOWN			
10. PREPARING COMPONENT (include lowest level contributing information to report) CPB				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) NONE			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
GS-05	\$ 3.78		1.70		\$ 6.43		52 \$334.36
GS-09	5.54		.30		1.66		52 86.32
						\$420.68	
B. COSTS OF COMPUTER PRODUCED REPORTS							
N. A.							
TOTAL COSTS PER YEAR						\$420.68	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
<p>The purpose of this report is to insure completion of numerous administrative requirements before the traveler departs Headquarters. It is a good management tool. Origin unknown.</p>							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						<input type="checkbox"/> OTHER (explain)	
16. DATE OF INVENTORY						STAT	
8 October 1970						STAT	